



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> T38H-05-100-DB	2. <u>Title, Series, Grade, Salary</u> Social Worker GS-185-11 \$52,446 to \$68,180 per annum	3. <u>Tour of Duty</u> Hours to be determined	4. <u>Duty Station</u> Veterans Outreach, Portland Oregon
5. <u>Type & Number of Vacancies</u> Permanent 1 Part-time position (40 Hours per pay period)	6. <u>Contact</u> Marion Mickles Jr. 503-220-8262 x 54734	7. <u>Opening Date</u> 2/22/05	8. <u>Closing Date</u> Until Filled 1st consideration date 3/7/05

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

MAJOR DUTIES:

The incumbent provides services to sexually traumatized veterans of all eras who present a wide range of psychosocial problems that resulted from a physical assault or battery, or sexual harassment which occurred on active military duty. Plans and conducts comprehensive readjustment counseling, outreach, and follow-up programs for this special population. The major emphasis is placed on the social, emotional, and psychological needs of sexually traumatized veterans and their significant others, which may include psycho-education, medical treatment, vocational rehabilitation, and referrals. The incumbent assists the veterans in these matters by working in concert with other members of the Vet Center staff as well as professionals at the VA Outpatient Clinic, VA Medical Center, outreach team, and community organizations. Conducts outreach activities in coordination with the Vet Center Team Leader and staff, and any applicable VAMC.OPC staff such as woman veterans coordinators, to apprise sexually traumatized veterans of the availability of counseling for sexual trauma sustained while on military duty. Outreach activities are focused on bringing these sexually traumatized women veterans in need of readjustment counseling into treatment. The incumbent presents information and discusses the clinical activities and philosophy of this program with other professionals and with members of community, state, and federal agencies who come in contact with sexually traumatized veterans. Presents insightful and in-depth explanations of the therapeutic modalities required in counseling veterans who have encountered sexual trauma or sexual harassment. The incumbent establishes reciprocal referral practices with VA and community agencies and makes regular referrals when appropriate. Provides opportunity for medical screening. Maintains a list of agencies and organizations outside the VA which provide such rehabilitative services.

QUALIFICATION REQUIREMENTS:

Eligibility: Applicants must meet the minimum qualifications as stated in the VA Handbook 5005, Part II, Appendix F7.

Basic Requirements: Master's degree in social work formal school of social work accredited by the Council on Social Work education. All Candidates must possess a state license, certification or registration to practice social work. If the successful applicant is not licensed at the time of appointment they must be licensed or certified at the Master's Level, within three (3) years of their appointment as a social worker or one (1) year from the day they meet the full requirement of state for licensure or certification, whichever is longer. Individual who fail to obtain licensure and or certification within the allotted time will be removed from the GS-185 series. This may result in termination of employment.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Knowledge and ability to perform outreach and partner with community agencies that provide services for sexually traumatized patients.
2. Ability to perform administrative tasks associated with a psychological program.
3. Ability to assess, develop treatment plans, and counsel sexually traumatized patients.
4. Ability to communicate both orally and in writing.

(Continued on next page)

VACANCY ANNOUNCEMENT INFORMATION SHEET

CONDITIONS OF EMPLOYMENT:

This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC employees should submit a completed VAF 4078 to Human Resources Management Division, Portland Division, Building 100 Room 6C12 no later than **Close of Business (COB) on 3/7/05** for first consideration. Employees supplemental form VAF 4676a and Supervisory supplemental form VAF 4667b must be completed and returned to above location no later than **COB on 3/7/05** for first consideration. This position will be open until filled.

Other VA Employees must also submit in addition to the above mentioned supplemental forms, a [VA Form 10-2850c, "Application for Associated Health Occupations."](#), [OF-306, "Declaration for Federal Employment"](#), latest SF-50, Notification of Personnel Action, and latest performance appraisal to be received in Human Resources at the address below no later than **COB on 3/7/05** for first consideration. This position will be open until filled. Application forms may be obtained in your Human Resources Office or on our external website, www.va.gov/portland/hr.

NON VA APPLICANTS may apply by submitting the following forms/documents to the Portland VA Medical Center, P4HRMS, **ATTN Announcement T38H-05-100-DB**, PO Box 1034, Portland, OR 97207, to be received no later than **COB on 3/7/05** for first consideration, or brought in person to Human Resources, Bldg 100 Rm 6C12, Portland VA Medical Center, 3710 US Veterans Hospital Road, Portland, OR 97239 by the **COB on 3/7/05** for first consideration. This position will be open until filled. Application forms may be obtained in your Human Resources Office or on our external website, www.va.gov/portland/hr.

1. [VA Form 10-2850c, "Application for Associated Health Occupations."](#)
2. [OF-306, \(Declaration for Federal Employment\)](#) (January 2001 version or later).
3. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
 - b. [SF-15, \(Application for 10-point Veteran Preference\)](#)
 - c. VA letter of service-connected disability rating dated within the last 12 months.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**